

Head Teacher Administrative Evaluation

Administered by the School Board

O = Outstanding; S = Satisfactory; N=Needs Improvement; X=Not Observed

Note: Any rating of “Needs Improvement” requires the evaluator to identify specific areas needing improvement with a timeline to measure improvement.

1. Supervision of Instruction

- ___ a. Stresses excellence in instruction and best possible instructional methods
- ___ b. Prepares teacher aide observation report and cumulative evaluation
- ___ c. Keeps the lines of communication open; listens to suggestions, grievances, and innovative ideas
- ___ d. Is encouraged to confer with professional and lay groups concerning school program

2. Responsibilities with the Board

- ___ a. Shares information learned from educational conferences with board Members
- ___ b. Attends and participates in all meetings of the Board. When unable to do so, informs the Board in advance
- ___ c. Conducts a continual assessment of the instructional needs of the school and keeps the Board so informed on a timely basis
- ___ d. Recruits students to attend Apache Elementary School District #42
- ___ e. Follows and implements school board policy and administrative regulations
- ___ f. Inputs Board agendas and minutes received from the Board President on the Apache school website on a timely basis or delegates to a community member.
Agendas are input at least 3 days prior to board meetings.
Minutes are input 3 days following board meetings.

3. Business and Non-instructional

- ___ a. (1st. yr) Assists the business manager and the board with the preparation of the annual budget
- ___ b. (2nd & subsequent years) Supervises the preparation of the annual budget and presents it to the Board for approval
- ___ c. Supervises school grounds to include the buildings, bus, outer buildings, grounds, and playground and informs Board of maintenance and/or replacement needs as they occur
- ___ d. Supervises building/grounds maintenance and cleanliness
- ___ e. Inspects buildings periodically and requests repairs / maintenance of the custodian and provides supplies / equipment as needed

Areas in need of improvement:

Timeline:

Head Teacher _____ **Date** _____

Date of next evaluation: _____

Board President _____ **Date** _____

Board Member _____ **Date** _____

Board Member _____ **Date** _____